

Substantial Amendment to the Consolidated Plan 2008 Action Plan for the Homelessness Prevention and Rapid Re-Housing Program (HPRP)

A. General Information

Grantee Name	County of Gloucester, New Jersey
Name of Entity or Department Administering Funds	Department of Economic Development Division of Housing and Community Development In conjunction with the Department of Human Services
HPRP Contact Person (person to answer questions about this amendment and HPRP)	Christina Morales Division of Housing and Community Development
Title	Director
Address Line 1	PO Box 337
Address Line 2	Route 45 and Budd Boulevard
City, State, Zip Code	Woodbury, New Jersey 08096
Telephone	856-384-6867
Fax	856-384-6938
Email Address	cmorales@co.gloucester.nj.us
Authorized Official (if different from Contact Person)	Stephen M. Sweeney
Title	Freeholder Director
Address Line 1	PO Box 337
Address Line 2	Route 45 and Budd Boulevard
City, State, Zip Code	Woodbury, New Jersey 08096
Telephone	
Fax	
Email Address	
Web Address where this Form is Posted	

Amount Grantee is Eligible to Receive*	\$581,762
Amount Grantee is Requesting	\$581,762

*Amounts are available at <http://www.hud.gov/recovery/homelesspreventrecov.xls>

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B. Citizen Participation and Public Comment

1. Briefly describe how the grantee followed its citizen participation plan regarding this proposed substantial amendment (limit 250 words).

Response: Gloucester County conducted a pair of public hearings on 3/17/2009 to provide general information on the County's Annual CDBG funds and on the ARRA funding through the CDBG-R and HPRP programs. The County's Division Head of Community Development explained the programs and answered questions. All of those in attendance represented local municipalities and questions centered on project eligibility under CDBG. A second public hearing was held on 5/1/2009 specifically on ARRA funds both CDBG-R and HPRP. No members of the public attended. A meeting with the County Director of Human Services was held to review the HPRP funding and possible activities. County Human Services is the entity responsible for the preparation of the County's Continuum of Care Plan. The funding level of the HPRP program and the allowable activities was reviewed with the CEAS Committee composed of County-wide social service providers.

Gloucester County advertised an RFP which was sent out to non-profit organizations interested in providing HPRP funded services. Responses to the RFP were received 4/21/2009. An RFP review meeting was conducted on 5/4/2009. The following organizations provided responses: Center for Family Services, Family Promise and Robins Nest, Inc. Preliminary decisions on sub-grantees will be determined prior to submission of this amendment. However, final evaluations and presentation to the County Freeholders is not anticipated until late June or early July. It is understood that final selection of providers, services and budgets are required by 9/30/2009. The award of sub-grantee agreements is contingent upon approval by the Gloucester County Board of Freeholders. Copies of the Public Hearing Notices, Minutes and Sign-in Sheets are maintained by the Grantee.

2. Provide the appropriate response regarding this substantial amendment by checking one of the following options:

X Grantee did not receive public comments relative to HPRP funding.

☐ Grantee received and accepted all public comments.

☐ Grantee received public comments and did not accept one or more of the comments.

3. Provide a summary of the public comments regarding this substantial amendment. Include a summary of any comments or views not accepted and the reasons for non-acceptance.

Response: Gloucester County did not receive any comments regarding the Homeless Prevention and Rapid Re-Housing Program.

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C. Distribution and Administration of Funds

Reminder: The HPRP grant will be made by means of a grant agreement executed by HUD and the grantee. The three-year deadline to expend funds begins when HUD signs the grant agreement. Grantees should ensure that sufficient planning is in place to begin to expend funds shortly after grant agreement.

1. Check the process(es) that the grantee plans to use to select subgrantees. Note that a subgrantee is defined as the organization to which the grantee provides HPRP funds.

X Competitive Process

☐ Formula Allocation

☐ Other (Specify: _____)

2. Briefly describe the process(es) indicated in question 1 above (limit 250 words).

Response: Gloucester County's Division of Housing and Community Development, in conjunction with the Department of Human Services, prepared a Request for Proposals (RFP) for provision of services under the Homeless Prevention and Rapid Re-Housing Program. The RFP was posted on the County Website on 4/2/2009 and copies provided to organizations participating in the County CEAS Committee. The dead line for proposals detailing funding requests from the County HPRP was 4/21/2009. An initial RFP review committee meeting was held on 5/4/2009 to begin the review and evaluation process.

3. Briefly describe the process the grantee plans to use, once HUD signs the grant agreement, to allocate funds available to subgrantees by September 30, 2009, as required by the HPRP Notice (limit 250 words).

Response: Gloucester County will finalize their review procedures with respect to the Request for Proposals. The evaluation committee will determine those services specifically needed in their efforts to prevent homelessness. Based on these service decisions the committee will evaluate the capacity of the responding non-profit organizations to provide the needed services, the exact services proposed and the budgets for those services. As part of the RFP process a "Basis of Award" is provided which details the 5 Evaluations Factors. As outlined the committee will score each respondent "based on the information contained in the technical proposal, any supplemental information obtained and information gathered during the interview, if one is conducted." The evaluation factors include completeness, relevance and extent of qualifications, experience and training of personnel, relevance and extent of similar engagements performed, a realistic and thorough plan for performing the engagement that demonstrates knowledge of requirements and the availability of personnel, and reasonableness of the costs proposed.

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The County anticipates completion of this evaluation process and presentation to the Gloucester County Board of Freeholders prior to receipt of a signed HUD grant agreement in early July 2009. This will enable the Division of Housing and Community Development to submit this detailed information to HUD immediately.

4. Describe the grantee's plan for ensuring the effective and timely use of HPRP grant funds on eligible activities, as outlined in the HPRP Notice. Include a description of how the grantee plans to oversee and monitor the administration and use of its own HPRP funds, as well as those used by its subgrantees (limit 500 words).

Response: The Director of the Division of Housing and Community Development (DHCD), in conjunction with the Department of Human Services, will be directly responsible for monitoring the selected sub-grantees. Gloucester County will not be directly administering Homeless Prevention or Rapid Re-Housing activities, but will use its administrative funds to work closely with sub-grantees on their administration and provision of services. The County through DHCD will require sub-grantees, through their Sub-Grantee Agreements, to provide monthly invoices and reports on activities and beneficiaries during that period. After six months the County will re-evaluate this process and determine if longer reporting period are acceptable. The County DHCD has experience in monitoring sub-grantees that provide public services through its Community Development Block Grant Program. A similar monitoring procedure will be established for the Homeless Prevention and Rapid Re-Housing Program.

D. Collaboration

1. Briefly describe how the grantee plans to collaborate with the local agencies that can serve similar target populations, which received funds under the American Recovery and Reinvestment Act of 2009 from other Federal agencies, including the U.S. Departments of Education, Health and Human Services, Homeland Security, and Labor (limit 250 words).

Response: Gloucester County through the Department of Economic Development in addition to the HPRP funds will be directly responsible for the County's Community Development Block Grant funds through the American Recovery and Reinvestment Act of 2009. Other ARRA funding for Energy Efficiency and Conservation will be administered through another County Department and the Director of Economic Development will arrange for inter departmental collaboration. Coordination between the County and various state and Federal agencies will be conducted through the Freeholder Director's office.

2. Briefly describe how the grantee plans to collaborate with appropriate Continuum(s) of Care and mainstream resources regarding HPRP activities (limit 250 words).

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Response: The Gloucester County Department of Human Services and the County CEAS Committee are responsible for the preparation of the Gloucester County Continuum of Care Plan. The Division of Housing and Community Development worked with the Director of Human Services to develop the Request for Proposals for the Homeless Prevention and Rapid Re-Housing Program. The Human Services Director is a member of the evaluation committee to determine the organizations to receive HPRP funding. In addition, to posting the RFP on the County's website it was provided to all non-profit members of the County CEAS Committee that specifically provide services related to the homeless or homeless prevention. This collaboration is essential so that existing services are not duplicated. The CEAS Committee has direct responsibility for distribution of homeless prevention funding now coming to Gloucester County. The County Director of Human Services is fully aware of which organization have the best track record in the areas of need to be funded with these HPRP funds.

3. Briefly describe how HPRP grant funds for financial assistance and housing relocation/stabilization services will be used in a manner that is consistent with the grantee's Consolidated Plan (limit 250 words).

Response: The County's strategy for implementing its homelessness program is a multiple approach to the problem, focusing on the prevention of homelessness and the provision of emergency services for homeless persons and families.

The strategy for eliminating chronic homelessness flows from the priorities described in the Consolidated Plan under Homeless Needs. Treating the homeless and providing the means and support necessary to make the transition to permanent housing and independent living are all a part of the efforts and programs in place in the County. These programs will be strengthened with HPRP funds. The institutions and structure to properly address this issue are in place and are described in the homeless inventory section of the Plan. HPRP funds will be distributed as part of the County's RFP process. Three non-profit homeless assistance providers have submitted proposals for consideration.

The County Continuum of Care is lead by the HSAC, the Human Services Advisory Council. The HSAC, CEAS and other committees that form the continuum work together throughout the year to develop strategies and actions to eliminate homelessness as well as address the needs of those who are homeless.

Based on Continuum of Care Application the County Consolidated Plan proposed the following priorities

Increase Housing Facilities and Services for Homeless and Special Needs Populations

Improve coordination and communication among homeless and supportive service providers.

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E. Estimated Budget Summary

HUD requires the grantee to complete the following table so that participants in the citizen participation process may see the grantee's preliminary estimated amounts for various HPRP activities. Enter the estimated budget amounts for each activity in the appropriate column and row. The grantee will be required to report actual amounts in subsequent reporting.

HPRP Estimated Budget Summary			
	Homelessness Prevention	Rapid Re- housing	Total Amount Budgeted
Financial Assistance ¹	\$165,802	\$165,802	\$331,604
Housing Relocation and Stabilization Services ²	\$ 82,901	\$ 82,901	\$165,802
Subtotal (add previous two rows)	\$248,703	\$248,703	\$497,406

Data Collection and Evaluation ³	\$ 55,268
Administration (up to 5% of allocation)	\$ 29,088
Total HPRP Amount Budgeted⁴	\$581,762

¹Financial assistance includes the following activities as detailed in the HPRP Notice: short-term rental assistance, medium-term rental assistance, security deposits, utility deposits, utility payments, moving cost assistance, and motel or hotel vouchers.

²Housing relocation and stabilization services include the following activities as detailed in the HPRP Notice: case management, outreach, housing search and placement, legal services, mediation, and credit repair.

³Data collection and evaluation includes costs associated with operating HUD-approved homeless management information systems for purposes of collecting unduplicated counts of homeless persons and analyzing patterns of use of HPRP funds.

⁴This amount must match the amount entered in the cell on the table in Section A titled "Amount Grantee is Requesting."

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F. Authorized Signature

By signing this application, I certify (1) to the statements contained in the list of certifications and (2) that the statements herein are true, complete, and accurate to the best of my knowledge. I also provide the required assurances and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)

_____Stephen M. Sweeney_____May 7, 2009_____
Signature/Authorized Official Date

_____Freeholder Director_____
Title